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Approved For Release 2011/1915/11014-1100P75-00899R000100080002-7

FORM 11,0

Approved For Release 2006/12/07: CIA-RDP75-00399R000100080002-7

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Approved For Release 2006/12/02/10/A-RDP75-00399R000100080002-7 REPORTS INVENTORY 1/2 PREPARE IN DUPLICATE 1. TITLE OF REPORT (if a fill-in report include Form No.) 2. TYPE STATISTICAL OF HARRATIVE REPORT Staff Badge Number Sequence MACHINE-NAME LISTING PERSONNEL TRAINING ADMIN. GENERAL LOGISTICS SECURITY OTHER (specify) 3. FUNCTIONAL AREA FINANCE MEDICAL 6. DISTRIBUTION (No. of components not number of copies) 5. FREQUENCY (weekly, monthly, quarterly, etc.) 4. NO. OF COPIES PREPARED Monthly 7. FORMAT (memorandum, form 8. ADP PROCESSING 9. DIRECTIVE AUTHORITY REQUIRING REPORT computer print-out, etc) X YES IF YES GIVE ADP PROCESSING NO. 25X1 Computer print-out 975A 10. PREPARING COMPONENT (include lowest level II. FEEDER REPORTS (State total number and identify by Title. contributing information to report) Form No., or nomenclature. Attach separate sheet if necessary.) OCS 25X1 OS/BSB Form #1772 (Special IBM Card) COST FACTORS MANUAL PREPARATION AND REVIEW COSTS HOURLY --HOURS-PER-COST PER TIMES COST PER YEAR -GRADE-X -RATE -REPORT-REPORT PREPARED Keypunching of Feeder Reports 1200 \$.05 **+**\$60.00**+***7 \$8.58 12 \$102.96 (cards per month) *The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one. COSTS OF COMPUTER PRODUCED REPORTS Total Pages Cost Per Cost Per Year Pages Per No. Copies Total Cost Times Report Page Prepared 3 962 2886 12 \$1038.96 TOTAL COSTS PER YEAR 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown. FUTURE GOALS 25X1 GOAL PROPOSED BY COMPONENT FOR THIS REPORT ESTIMATED SAVINGS RETAIN AS 18 OTHER (explain) MAN-HOURS DOLLARS CHANGE DISCONTINUE 16. DATE OF INVENTORY 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION . 18. EXTENSION 2 October 1970 Security Officer/Systems Analyst

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10 A RDP75-00399R000100080002-7 Approved For Release 2006 CONTROL NO. REPORTS INVENTORY 115 PREPARE IN DUPLICATE STATISTICAL 1. TITLE OF REPORT (If a fill-in report include Form No.) 2. TYPE HARRATIVE REPORT Staff Badge Deletes by Alpha MACHINE-NAME LISTING PERSONNEL TRAINING ADMIN. GENERAL OTHER (specify) LOGISTICS SECURITY 3. FUNCTIONAL AREA FINANCE MEDICAL 6. DISTRIBUTION (No. of components not 5. FREQUENCY (weakly, monthly, quarterly, etc.) 4. NO. OF COPIES PREPARED number of copies) Monthly 9. DIRECTIVE AUTHORITY REQUIRING REPORT 7. FORMAT (memorandum, form 8. ADP PROCESSING computer print=out, etc) X YES IF YES GIVE ADP PROCESSING NO. 25X1 Computer print-out 975D 10. PREPARING COMPONENT (include lowest level II. FEEDER REPORTS (State total number and identity by Title, Form No., or nomenclature. Attach separate sheet if necessary.) contributing information to report) 25X1 OS/BSB/ Form #1772 (Special IBM Card) COST FACTORS 12. MANUAL PREPARATION AND REVIEW COSTS X -HOURS-PER-COST PER TIMES -HOURLY-COST PER YEAR -GRADE REPORT PREPARED RATE- Keypunching of Feeder Report -\$.05 \(\daggeright\)\$60.00**7 12 \$102.96 1200 \$8.58 (cards per month) *The 1200 cards per month add to the data base that is manipulated to produce 7 different reports of which this is one. COSTS OF COMPUTER PRODUCED REPORTS Cost Per Year No. Copies Total Pages Cost Per Total Cost Times Pages Per Prepared Page Report 78 \$2.34 12 \$ 28.08 \$.03 ea = TOTAL COSTS PER YEAR 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report is an essential aid in the control of the issuance and retrieval of Agency issued credentials. Requirement established by OS. Date unknown. FUTURE GOALS ESTIMATED SAVINGS GOAL PROPOSED BY COMPONENT FOR THIS REPORT MAN-HOURS 25X1 DOLLARS OTHER (explain) RETAIN AS IS CHAIRE DISCONTINUE 18. EXTENSION 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION 16. DATE OF INVENTORY Security Officer/Systems Analyst 2 October 1970

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Security Officer/Systems Analyst

18. EXTENSION

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